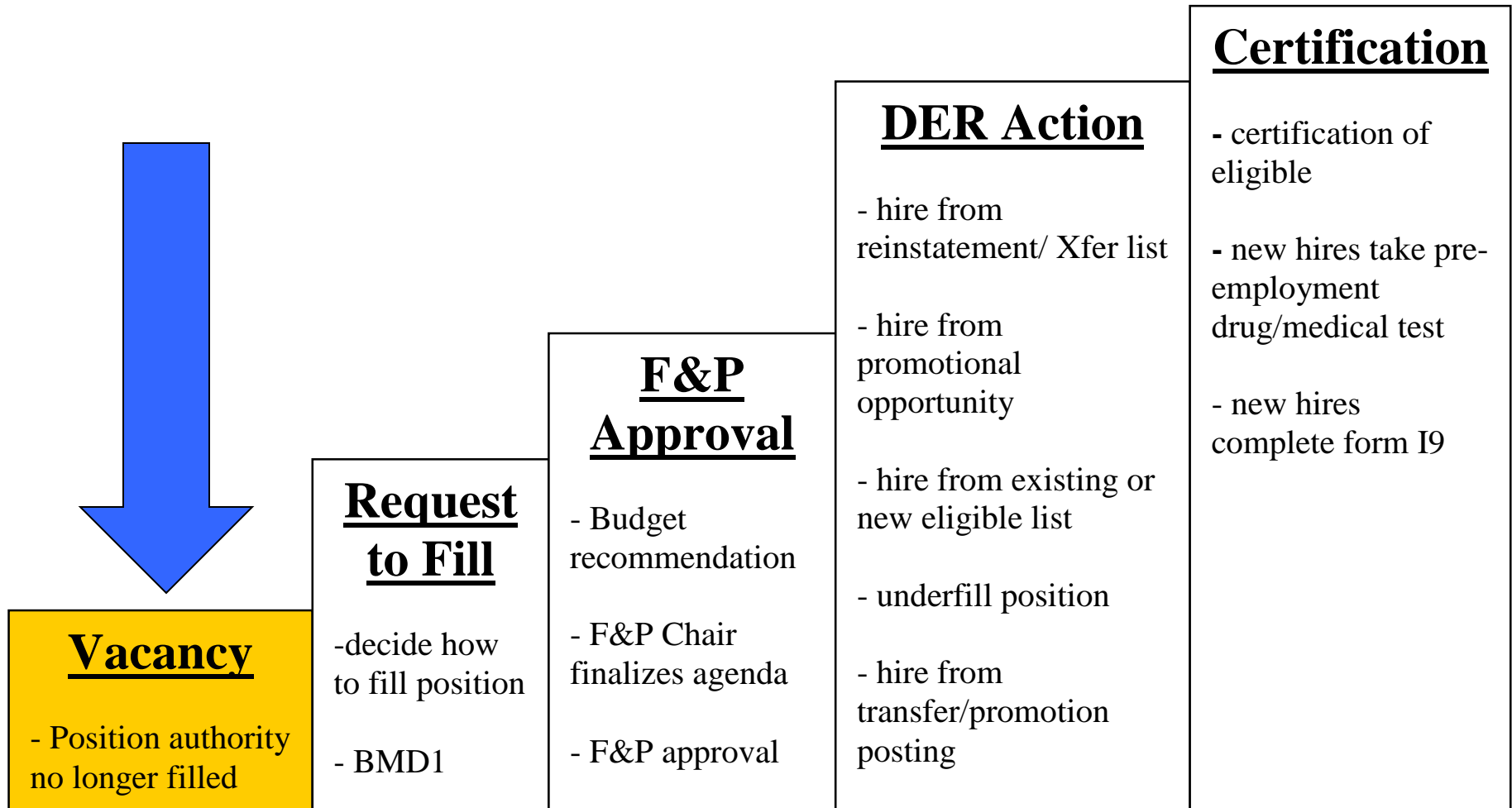




Introduction to the New-hire and Certification process

Overview of the Hire Process



Vacancies

- The positions ordinance grants position authority.
- You may not hire more people than you are granted in the positions ordinance.

DEPARTMENT OF EMPLOYEE RELATIONS - OPERATIONS DIVISION

Certification and Salary Services

Certification & Salary Systems Administrator	1
Pay Services Specialist.....	2
Program Assistant I	2
Office Assistant II	1

Auxiliary authority is “extra” position authority that is given to some departments to cover emergency situations.

It is not permanent authority, and should not be treated as such.


Where to find the Positions Ordinance:

- MINT
- Milwaukee.gov
- City of Milwaukee
- City Ordinances (to the right off the page)
- Table of Contents
- Positions Ordinance

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- City Channel 25
- Common Council
- Historic Preservation Commission
- History of Milwaukee and its Government
- Legislative Research Center
- Legislative Support to the Council**
- > **City Charter and Code of Ordinances**
 - Adobe Reader 9 users
 - Legislative Reference Bureau
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- 4 Common Council
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- 6 Emergency Government Administration
- 7 Commissioner of Public Works
- 8 Commissioner of Building Inspection and City Engineer
- 10 Public Lands
- 11 Improvements and Special Assessments
- 12 Sewerage Commission; Sewers and Laterals



What is a vacancy anyway?

- When a personnel transaction causes an employee to be removed from an authorized position, that is considered a vacancy.
- A vacancy can result from:
 - Resignation, retirement, discharge, termination, promotion, transfer.
 - The question is not “Did the employee leave work”, the question is “Did the employee leave the \$ I have for this position”.

A vacancy is NOT created when an employee is on:

- Sick leave
- Vacation
- Injury
- Authorized leave of absence

Plan ahead – you may have an empty chair before you can fill.

Vacation – Managers up to 8 weeks, union up to 6 weeks.

Sick Leave – up to 24 weeks.

FMLA – up to 12 weeks for employee's own health.

City Service Leave of absence – up to one year.

City Service Authorized Leaves of Absence

Rule X, 2 = allows a department to grant a LOA up to a year

Rule X, 7 allows departments to fill a vacancy caused by an employee who is on a CSC LOA:

- **After 1 month** from the start of a non-medical LOA
- **After 3 months** from the start of a medical LOA

You can fill after 3 months of a CSC medical LOA


City Service LOA

Federal FMLA

Sick Leave

Vacation

EMPLOYEE IS OUT



If you have an employee who is out on a CSC
Leave of Absence, and you:

- Replace them prior to 1 or 3 months from the start of their leave.
 - They have rights to bump out replacement.
- Replace them after 1 or 3 months from the start of their leave.
 - No rights to bump a replacement, but are placed on a reinstatement list for the duration of their LOA
 - If they are able to return, you must reinstate the employee before hiring someone else.



When you separate an employee for not returning from a CSC leave of absence:

- You must notify employee that they are being separated from service.

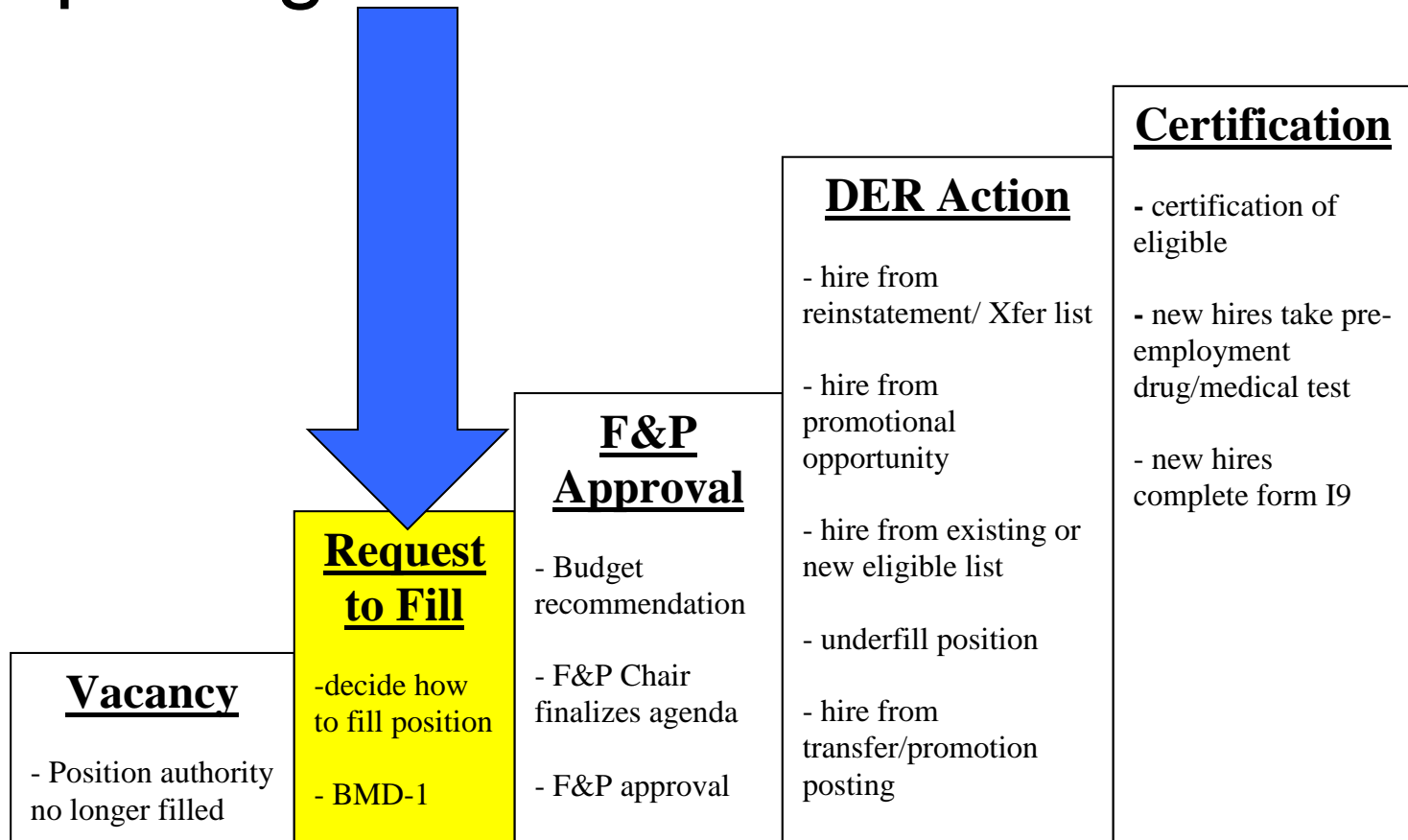
- You must invite the employee to a meeting
 - To go over facts
 - To give employee opportunity to explain reasons for not returning

Pop Quiz!

You have one Office Assistant I and one Office Assistant II. Your OAI tells you on May 1st that he will be retiring; his last day working will be June 1st, after which he will use up his 30 days of accrued vacation. To correctly fill his position you could:

- A) Hire a new OA1 on May 1st, but wait 30 days from May 1st to promote your current OA1 to OA2.
- B) Promote your current OA1 to OA2 on May 1st, and leave the resulting OA1 vacancy open until 30 days from May 1st.
- C) Leave your current OA1 at the same level, and hire two new half-time OA2s 30 days after June 1st.
- D) Immediately hire three new OA2s, and blame it on your lack of training when asked.

Deciding how to fill your vacancy and completing the BMD-1 form



Where to find City Service Rules:

- MINT
- Employee Resources
- Employment Policies
- City Service Rules

City Service Commission:

- Created by Wis State Statue 63, Sub II
- 5 citizens, appointed by Mayor

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Policies, City of Milwaukee

Page updated 04-27-2010

You must have Adobe® Reader® to view the document latest version

- Americans With Disabilities Act (ADA)
- Anti-Harassment Policy, 2/05
- Auxiliary Resource Program, 5/19/05
- **City Service Rules, (amended 11-10-09)**
- Drug-Free Workplace Act, 5/96
- Email Guidelines
- Exclusion from Employment Policy for Employees
- FMLA Policy for General City Employees, 6/2/09
- Furlough Policy and Administrative Guidelines, 1/05
 - Furlough Summary of Operational Details, 01/05
- Grievance Procedure for Management and Non-Management Employees
- Internet Use Guidelines
- Reclassifications, Reallocations and Title Changes

Department of Employee Relations (DER)

- Employee Assistance Program (EAP)
- Employment Opportunities
- SUMMER BLOOD DRIVE
- Transfer/Promotional Opportunities
- City Service Commission
- Equal Rights Commission
- Paid Sick Leave Ordinance
- Office of Diversity & Outreach
- Policies, City of Milwaukee**
- Compensation Services
- Employee Benefits (2010)
- Forms for City Employees
- Self Service Instructions & Tips
- Labor Contracts
- Training Opportunities
- E-Notify Newsletters

Where to find Union Contracts:

- MINT
- Department of Employee Relations
- Labor Contracts

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Labor Contracts

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- For information related to City **Management Pay Plan** or **Non-Management Pay Plan** employees, please go to: <http://www.milwaukee.gov/der/Compensation>
- Association of Law Enforcement Allied Services Personnel (ALEASP) Police Support Services Personnel; 1-1-04 to 12-31-06; 105 pages
- Association of Municipal Attorneys; 1-1-10 to 12-31-11; 59 pages
- Association of Scientific Personnel; 1-1-10 to 12-31-11; 71 pages
- International Association of Machinists and Aerospace Workers, District 15; 1-1-06 to 12-31-06; 90 pages
- Local #195, IBEW, AFL-CIO; 1-1-10 to 12-31-11; 76 pages

Department of Employee Relations (DER)

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- Self Service Instructions & Tips
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- Training Opportunities
- E-Notify Newsletters


Where to find Chapter 350:

- MINT
- Milwaukee.gov
- City of Milwaukee
- City Ordinances (to right of screen)
- Table of Contents
- Chapter 350
- Subchapter

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- History of Milwaukee and its Government
- Legislative Research Center
- Legislative Support to the Council
- > City Charter and Code of Ordinances
 - Adobe Reader 9 users
- Legislative Reference Bureau

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[Legislative Support to the Council](#) | City Charter and Code of Ordinances

City Charter and Code of Ordinances

Text Retrieval

See the Table of Contents ([click here](#)) to download a specific chapter.

Full-Text Search

Words and phrases that appear in the Milwaukee City Charter and Code of Ordinances can be searched through Net-It Center. The chapter of the Charter and Code is in the database as a separate document.

To begin searching, [click here](#).

Adobe Reader 9 users: [click here](#) for important information

Help

If you have any questions about the Charter and Code, please contact the City Clerk's Office Legislative Reference Bureau by call (414) 296-2227.

- 340 Department of Employee Relations
- 350 Employee Regulations and Benefits (Table of Contents)
- Subchapters:**
- 1 - Holiday and Overtime Policies
 - 2 - Departmental Holiday and Overtime Regulations
 - 3 - Insurance
 - 4 - Leaves of Absence
 - 5 - Vacations and Shift Differential
 - 6 - Uniform and Clothing Allowance
 - 7 - Salaries and Wages
 - 8 - Fire and Police Employees
 - 9 - Transportation and Travel
 - 10 - General Regulations
- 355 Community Participation In Development Agreements
- 360 Emerging Business Enterprise Program
- 365 Local Business Enterprise Contracting Program


Where to find the Salary Ordinance:

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- 12 Sewerage Commission; Sewers and Laterals

Options to consider when planning to fill your vacancy



Temporary Solutions

- Temporary Appointment
- Provisional Appointment
- Emergency Appointment
- Consultant

External Hire

- Hire from existing list
- Hire from new list
- Hire from lower/higher list
- Positions exempt from Civil Service

Internal Hire

- Promotion within department
- City-wide Transfer/Promotion posting
- Reinstatement list

Temporary Appointments

City Service Rule 9, Section 2

- Can be given to “non-eligibles”.
 - But hiring decisions still must be legal under state and federal law.
- Good for 90 days; then must get extension from City Service Commission.
- Starting rate of pay is first step of range for new-hires.
 - Management may start up to 60% of salary grade with approval of DER and Chair of Finance and Personnel.
 - Some union contracts allow for a starting rate above minimum.
- Starting rate of pay for existing employees is treated like a promotion when going to higher range.
 - 3, 5 or 7 % increase for managers
 - Step in the new range that is at least \$10 more for non-management.

Temporary Appointments

City Service Rule 9, Section 2

- Must establish residency within 6 months of appointment.
 - City Charter 5.02.
- Do not receive benefits per City Ordinance 350-237.
 - Do get salary increments, OT/Comptime, Workers Compensation.
 - If current, benefited City employee receives a Temporary Appointment, still eligible for benefits.
 - but receive benefits based on job title they are going into.
- Do not accrue seniority in Temporary Appointment

Provisional Appointments

City Service Rule 9, Section 1

- Made in conjunction with request for new exam.
- Lasts as long as it takes DER to produce an eligible list.
- Once eligible list is ready, you must appoint from the list among the top 5 scores.
 - If provisional appointee not “reachable” on the list, their Provisional Appointment must end, and you must hire off the list.
- All other conditions similar to Temporary Appointment.
 - No benefits, no seniority, must establish residency within 6 months, pay defaults to minimum of range.

Emergency Appointments

- City Service Rules allow for an Emergency Appointment (Rule IX, Section 4).
 - Not to exceed 14 days.
 - You must have existing position authority.
 - No benefits or seniority.
- Budget Director may grant you Emergency Authority to fill a position.
 - When you need to temporarily fill the position, but don't have authority.
 - Good for 45 days
 - Can give candidate Temporary, Provisional or Emergency Appointment

Hiring Consultants and Temps

- You can use your position authority to hire a consultant or a temp.

However,

- You have 6 months of authority to fill from the date of approval
- You have 12 months of authority to fill from the creation of a position
 - If you fill your position exclusively with a temp or consultant, you will need to renew your authority after 6 months.
- Check to make sure no one is on a reinstatement list
- Contracting cannot cause the layoff of a union employee or the elimination of an employee's job.
 - When in doubt – contact Labor Relations.

Hiring from an eligible list

- Hire from an existing list for the position.
 - Lists last for 2 years; can be extended for a year by City Service Commission.
- Hire from a similar list.
 - Is there a list for a different position in same pay range (e.g. OAI, Court Services Assistant I all in SG 400).
- Hire from a lower list.
 - Employee has to underfill until meets minimum qualifications for higher title.
 - Employee is paid at lower rate until promoted to higher title.
 - Make candidate fully aware of current job duties, requirements for promotion to higher title, and job duties of higher title.

Hiring from an eligible list

- Hire from a higher level list.
 - Survey list to determine interest.
 - Employee is paid at the rate of position she is fiilling.
 - Employee remains on eligible list for higher title.
- Request a new exam.
 - Current list is too old, has low scores / interest; position has changed.
- Exempt employees.
 - Exempt by State Statute 63.27 (e.g. elected, department heads, Mayoral appointees...).
 - Exempt by Commission action.
 - Exemption status ends when position is vacated. Then you must ask the City Service Commission to re-exempt the position.

Hiring through promotions

- Hiring from within your department
 - Solicit interest from within your department
 - Use Rule 4-9 (Promotion without examination)
 - Better to be inclusive than exclusive when soliciting interest.
 - Give clear purpose, essential functions, minimum requirements of the position. Give clear knowledge, skills and abilities required for the position.
 - Conduct job-related interviews, use diverse panel of raters. Rate based on responses, hire based on ratings.

DER checks to make sure the employee meets the minimum requirements of the job. If any doubt, call DER before making an offer

Hiring through promotions

- Hiring from a City-Wide Transfer/Promotion.
 - DER creates and distributes the job-posting.
 - Applications come directly to you.
 - You conduct a job-related interview.
 - use diverse panel of raters. Rate based on responses, hire based on ratings.
 - You determine if applicants do not meet minimum requirements.

Certain employees are generally not eligible for a transfer/promotional opportunity.

HACM/RACM direct hires

- MPS certificated employees
- Fire and Police employees who have never held a regular appointment to a Civil Service position.



Reinstatement

■ Reinstatement after resignation.

- ☐ If returns within 1 year of resignation; department makes decision
- ☐ If returns after 1 year of resignation; first department makes decision, then City Service must approve.

■ Reinstatement after layoff.

- ☐ If non-union employee, on reinstatement list for 2 years after layoff.
- ☐ If union, on reinstatement list for 3 years if layoff results in separation from service.
- ☐ If union, on reinstatement list for 11 years if laid off, and goes to a lower level position within the City.

Where to find BMD-I Form:

- MINT
- Budget
- Budget Administration Forms
- BMD1

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> MINT

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Budget Administration Forms

- **BMD-1: Request to Fill Position/Personnel Requisition**
- BMD-9: Request to Transfer Funds
- BMD-9A: Pre-Authorized Transfer of Funds Less than or Equal to \$20,000
- BMD-15A: Equipment Request-Budget Variance
- BMD-15C: Equip. Request-Budget Variance Pre-Authorized - amounts up to

Budget

- Budget Documents
- Budget Calendar
- 2010 Analyst Assignments
- Budget Preparation &

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1	BMD-1 VACANCY FORM																															
2	<u>Instructions:</u> Refer to Budget Preparation and Administration Manual																															
3	Send 4 Copies to Budget and Management Division.																															
4	REQUEST TO FILL POSITION/PERSONNEL REQUISITION																															
5	SECTION I: POSITION INFORMATION AND AUTHORIZATION																															
6	1. Department-Bureau-Decision Unit: <input type="text"/>																															
7	2. Position Title: <input type="text"/>																				Salary/Pay Grade: <input type="text"/>											
8	3. Attach current or standard job description.																															
9	4. Name and Title of Interviewer: <input type="text"/>															Interview Location: <input type="text"/>					Telephone: <input type="text"/>											
10	5. Type of Request:		<input type="radio"/> Regular Approval				<input type="radio"/> Renewal of Authority				City Service Status: <input type="radio"/> Exempt <input type="radio"/> Non-Exempt <input type="radio"/> Request Exempt		Type of Position: <input type="radio"/> Regular <input type="radio"/> Sworn		<input type="radio"/> Auxiliary/Temp. <input type="radio"/> Intern																	
11			<input type="radio"/> F&P Committee Approval Not Required				<input type="radio"/> Temporary Appointment																									
12	6. Last Finance Committee approval date (if renewal): <input type="text"/>										7. Is Position Currently Being Studied for Classification? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Study Requested																					

Where to find BMD-1 instructions:

- MINT
- Budget
- Budget Preparation & Administration Manual
- BMD-1 Vacancy form

The image shows a screenshot of the goMilwaukee > MINT website and a PDF viewer. The website has a header with navigation links: Home | goMILWAUKEE | My Office | Calendar | E-Server (N275) | Photo. A search bar with 'Site Search' and a 'GO' button is present. Below the header is a large image of a modern building. To the right of the image is a 'Printable Version' link. Below the image is a 'Budget' section with a list of links: Budget Documents, Budget Calendar, 2010 Analyst Assignments, Budget Preparation & Administration Manual (circled in red), and Positions Ordinances (Reference versions). The PDF viewer shows a document titled 'BUDGET PREPARATION AND ADMINISTRATION MANUAL' from the 'CITY OF MILWAUKEE'. The 'Bookmarks' panel on the left lists various documents, with 'BMD-1 Vacancy Form' circled in red. The PDF content is partially visible, showing the title and the city name.

goMilwaukee
> MINT

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Printable Version

Budget

- Budget Documents
- Budget Calendar
- 2010 Analyst Assignments
- Budget Preparation & Administration Manual
- Positions Ordinances (Reference versions)

BUDGET PREPARATION AND ADMINISTRATION MANUAL

CITY OF MILWAUKEE

BMD-16 SPA's

BMD-28 Grant & Aid

BMD-30 Energy Cost Worksheet

BMD-52 Non-O&M Funding

Revenue Estimating

Capital Request

Budget Administration

Preface - Admin.

BMD-1 Vacancy Form

Add'l Position Request

Job Description

Statement of Expenses

Travel Expenses

INSTRUCTIONS FOR PREPARING A
VACANCY FORM

I. PURPOSE OF FORM

To begin the process of filling a vacant position. For all positions, the form will request specific actions from the Department of Employee Relations regarding who may fill the vacancy. When Finance and Personnel Committee approval is required to fill the vacancy, the form will provide pertinent information to decision makers on whether to authorize the request.

II. PREPARATION OF VACANCY FORM

Prepare all requests in accordance with the following instructions. Incomplete requests will be returned to the requestor for completion and resubmission.

1. When to Prepare a Vacancy Form

A. Do not request authority to fill a vacant position:

- 1) UNLESS the filling of that vacancy is critical to the services you must provide; and
- 2) UNTIL authority to fill that position cannot be delayed beyond another Finance and Personnel Committee meeting date.

B. Complete and submit a Vacancy Form to fill a vacancy in any position for which action by DER is required. The form must be complete regardless of whether Finance and Personnel Committee approval is required. An individual shall not be hired or be given an employment commitment to fill a vacant position prior to vacancy approval by the Finance and Personnel Committee.

2. Submission and Number of Copies: Prepare one original and four copies. Submit four copies to the Budget and Management Division, Room 307, City Hall. Retain one copy for departmental records. No copies will be returned to the requesting department. Prepare and submit three copies of Form CS-25, Job Description, with each vacancy request. Please ensure that the Job Description is current. (See Page 204-1 for instructions for preparing Form CS-25.)

3. Time of Submission: When Finance approval is required, this form must be received by the Budget and Management Division **no later than 4:00 PM, two Fridays (or eight business days) prior to the meeting of the Finance and Personnel Committee at which it is to be considered.** Vacancy requests for which Finance approval is not required may be submitted at any time.

4. Method of Preparation: Typing is preferred although ink is permissible. All copies must be identical and legible.

III. DETAILED INSTRUCTIONS

SECTION I: Position Information & Authorization

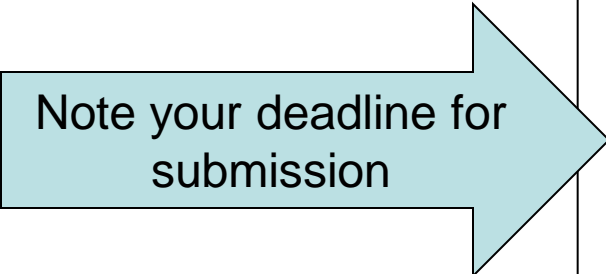
Vacancy Number and DER Report Number: Leave Blank.

1. Department-Bureau-Decision Unit: Enter the departmental name and, if applicable, the bureau (and/or budgetary control unit) and decision unit initiating the request.

2. Position Title: Enter the exact title of the position to be filled as it is listed in the Positions Ordinance.

Salary/Pay Grade: Enter the salary grade or pay range number for the position in the box.

EEO Job Group Category: Each city job title has been assigned a corresponding job group by the Personnel Division. Questions relating to appropriate job group should be directed to either the Affirmative Action Unit or the Classification Section. In the box provided, enter the number corresponding to the appropriate job group.



Note your deadline for
submission

EEO CODE	POSITION TYPE	DESCRIPTION
OFFICIALS AND ADMINISTRATORS		
100	DIRECTORS AND CHIEF ADMINISTRATORS	Department heads or equivalent, such as DPW division heads who are not exempt from the AA/EEO program.
101	ASSISTANT AND DEPUTY DEPARTMENT HEADS, DIVISION HEADS	Assistant department heads and managers of major departmental (or bureau) functions.
102	ADMINISTRATIVE SUPERVISORS	Supervisors and managers who directly supervise professional and/or clerical personnel who work in administrative and staff functions. (Includes data processing supervisors.)
103	CRAFTS/MAINTENANCE/SERVICE SUPERVISORS	Supervisors and managers who directly manage employees who work in skilled trades, crafts, maintenance, and service occupations commonly thought of as "blue collar".
104	TECHNICAL SUPERVISORS	Managers and Supervisors of personnel in technical/professional functions who work in "line" or "operating" functions such as property appraisal, engineering, property related technical and professional work. It includes titles such as the Supervising Assessor and Management Civil Engineer IV, Manager - Urban Design, and Manager - Land Use Planning.
110	EXEMPT APPOINTED OFFICIALS/ADMINISTRATORS	Appointed city officials and appointed administrators by elected officials who are exempt under Section 701(f) of the Equal Employment Opportunity Act of 1972.
PROFESSIONALS		
201	ENGINEERING AND TECHNICAL PROFESSIONALS	Engineers in all specialties, architects, and planners.
202	ACCOUNTING, BUDGETING AND FINANCE PROFESSIONALS	Professionals in accounting, auditing, budgeting, or other financial functions.
203	DATA PROCESSING PROFESSIONALS	All data processing professionals.
204	ADMINISTRATIVE AND OTHER SUPPORT PROFESSIONALS	All professionals in administrative or support functions, not listed elsewhere. Examples are: Management Administrative Assistant I and II; Program Analyst, and Buyers.
205	LEGAL PROFESSIONALS	Assistant City Attorneys only.
206	SCIENTIFIC AND HEALTH PROFESSIONALS	Science and health related professionals such as Physicians, Chemists and Sanitarians I and II.
207	ENFORCEMENT/PROPERTY PROFESSIONALS	Professionals who are in housing, property, or neighborhood related positions. Examples are Housing Specialists and Property Appraisers, Housing Managers, and Code Enforcement Inspectors.
208	PERSONNEL/COMMUNITY SERVICE/COMMUNITY RELATIONS	Human Resource professionals and professionals in community service or community relations positions.
209	LIBRARIANS	All Librarians who do not supervise other Librarians.
210	EXEMPT APPOINTED PROFESSIONALS	Certain appointed professionals directly serving elected officials who are exempt under Section 701(f) of the Equal Employment Opportunity Act of 1972.
211	PUBLIC HEALTH NURSES	
212	POLICE PROFESSIONALS	
213	FIRE PROFESSIONALS	

TECHNICIANS		
301	INSPECTORS	All Inspectors, except those positions requiring a college degree, are classified as Technicians.
302	DATA PROCESSING TECHNICIANS	All Computer Operators and Computer Programmers.
303	ENGINEERING AND DRAFTING TECHNICIANS	All Engineering and Drafting Technicians.
304	ALL OTHER TECHNICIANS	This group includes all other positions classified as Technicians which do not fall into any of the other technician subgroups. Plan Examiners I and II.
305	FIELD HEALTH TECHNICIANS	Vector Control Officers and Pest Control Officers.
306	POLICE TECHNICIANS AND PROFESSIONAL/TECHNICAL SUPERVISORS	
PROTECTIVE SERVICE WORKERS		
401	POLICE OFFICERS	
402	SCHOOL CROSSING GUARDS	All School Crossing Guards.
403	TECHNICIANS AND INVESTIGATIVE SPECIALISTS	
404	FIREFIGHTERS/FIRE PARAMEDICS/PARAMEDICS	
PARAPROFESSIONALS		
501	PARAPROFESSIONALS	
502	POLICE AIDES	
503	POLICE SERVICES SPECIALISTS	
504	FIRE CADETS	
OFFICE AND CLERICAL		
601	CLERICAL I	Beginning and journey level clerical workers in administrative support positions associated with Pay Ranges 400 - 410.
602	CLERICAL II	Clerical workers in specialized administrative support positions working at the journey level or above associated with Pay Ranges 415 - 425.
603	CLERICAL III	Clerical workers in specialized administrative support positions working above the journey level.
604	FIELD CLERICAL	Clerical workers in field support positions and Meter Readers.
605	INTERNS	All interns and student occupied positions.
606	TEMPORARY CLERICAL	All temporary clerical positions in all pay grades.
SKILLED CRAFT WORKERS		
701	SKILLED WORKER SUPERVISORS	All craft workers in mechanic and repair positions.
702	MECHANICS AND REPAIRERS	All craft workers in mechanic and repair positions.
703	CONSTRUCTION TRADES	All skilled trades including Painters, Carpenters, Bricklayers, and Ironworkers.
704	SKILLED WORKERS - GENERAL	
SERVICE - MAINTENANCE		
801	CUSTODIAL WORKERS	All custodial workers.
802	LABORERS - GENERAL	All laborers and unskilled helpers.
803	EQUIPMENT OPERATORS AND DRIVERS	All Truck Drivers/Bridge Operators, and operators of machines or equipment.
804	SANITATION WORKERS	All laborers in the Bureau of Sanitation.

Include job description

805	GENERAL SERVICE/MAINTENANCE WORKERS	
806	LABOR CREW LEADERS	All Labor Crew Leaders and Chief Repair Workers.
899	SEASONAL LABORERS	All seasonal laborers.

3. **Current Job Description:** Submit three copies of the current job description (form CS-25) for the requested position. When many positions of the same title are requested simultaneously, a standard job description may be used. In all other situations, a separate job description form must be completed for each position.

4. **Name and Title of Interviewer:** Indicate the name and title of the person who will interview than candidates for the requested positions.

Interviewer Telephone: Indicate the telephone number where the interviewer can be reached.

5. **Type of Request:** Check the appropriate box.

A. **Regular Approval:** Request for authority to fill a position now vacant or about to be vacated. Approval is required for all city positions unless exempted by the Finance and Personnel Committee. (See below for authorized exemptions.) **Authority to fill is valid for six months from the date of approval, even if the position is filled and again vacated within that period, or within 12 months of its creation if the recruitment process begins during the first six months.**

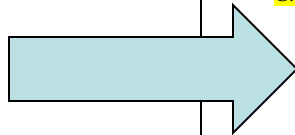
B. **Renewal of Authority:** Extension of authority to fill a position for an additional six month period. Renewal of authority is requested in the same manner as regular authority, prior to the expiration of the regular authority. If renewal is requested, indicate the last date the Finance and Personnel Committee approved this position in Box 6.

C. **Finance and Personnel Committee Approval Not Required:** The Finance and Personnel Committee does not require some positions to be approved by the Committee, even though these may be subject to review, on an exception basis, whenever such review shall be deemed advisable. Although Committee approval is not required, **submit a vacancy form to the Budget Office** requesting the proper action of DER. The following positions do not require Committee approval:

1) All NEW positions within the first six months of their creation or within 12 months of their creation if the recruitment process begins during the first six months.
2) All SEASONAL positions used for peak period activity.
3) The following positions in the Department of Public Works and its divisions only:

Asphalt Worker	Labor Crew Leader I
Cement Finisher	Operations Driver Worker
Urban Forestry Specialist	Parking Checker
Urban Forestry (Specialist) Trainee	Public Works Inspector I
Bridge Laborer I, II, III and Auxiliary	Public Works Inspector II
City Laborer	Sewer Laborer I and II
Crane Operator	Special Pipe Yard Laborer
Emergency City Laborer	Special Street Repair Laborer
Engineering Intern	Water Distribution Laborer
Urban Forestry Laborer	Water Plant Operator I
Laborer (Elec. Services)	Water Plant Operator Trainee

- Internal = Promotion from within your department, or City-wide promotion.
- External = hire from a list.
- Internal/External = you want to consider both people from eligible lists, and candidates from your department or City-wide promotional lists.



- 4) The following positions **not** in the Department of Public Works:

Accounting Intern	Legislative Assistants
College Intern	Library Circulation Assistant I, II and III
Graduate Intern	Library Circulation Aide
High School Intern	School Crossing Guard

- 5) Elected officials and certain appointed officials are exempt from this procedure by reason of State statutes. Please contact the Budget and Management Division for clarification of this status for a particular position.

D. Temporary Appointment: The term “temporary appointment” is an appointment made according to Rule IX, Section 2 of the rules of the City Service Commission. The Budget and Management Director may grant approval for up to 45 days. Subsequent extensions must be approved by the Finance and Personnel Committee.

E. City Service Status:

- 1) Select “Non-Exempt” if the position is subject to city service laws and regulations.
- 2) Select “Exempt” if the position is exempt from city service laws and regulations. **Note:** Exempt authority for a position exempted by earlier City Service Commission action ends when the position is vacated by the incumbent. New exemption authority must be obtained from the commission if it is desired for the vacated position (see personnel policy no. 88/2). Do not indicate city service status as exempt unless exempt authority for the vacant position has been requested of and approved by the City Service Commission

F. Type of Position: Check the appropriate box.

G. Fill Type: Check the appropriate box.

- 1) Internal: Indicates the position will be open only to existing city employees.
- 2) External: Indicates no current city employees are eligible, qualified, or interested in the position and the position will likely be filled by someone currently not employed by the city.
- 3) Int/Ext: Indicates the position will be open to both current city employees and those not currently employed by the city.

6. Last Finance Committee Approval Date: If the department is seeking renewal authority for an authorized position that was not filled within six months of previous committee approval date, enter the renewal date.

7. Classification: Indicate whether DER is currently studying the position to determine whether it is properly classified.

8. Number of Positions Authorized in Department with the Above Title: Indicate the number of positions in the current budget within the requesting decision unit.

A. Total Number Requested: Indicate the number of positions requested to be filled at time of submission.

B. Vacancies Previously Approved: Indicate the number of positions with this title that the Finance and Personnel Committee has approved in the last six months but which have not yet been filled.

9. Indicate the Total Number of Positions Filled, Excluding Those Requested: Enter the number of persons filling the position, excluding those that the department is requesting or requisitioning, in the race/gender table. The total automatically sums in the upper left hand box. For example, if two Hispanic females currently fill the position, enter “2” in the Hispanic female box.

9. position is to be underfilled, check the “Yes” box, indicate the title and pay range at which the position is to be filled, and submit a form CS-107 form found on DER’s Intranet page.
10. Source of Funds: Indicate what type of funding the salary of this position will be charged against. If the position is to be funded through a mix of sources, check the “Other” box and explain the mix. If the position is to be funded fully or partially through a grant, complete question 12.
11. If the Position is Funded Fully or Partially by a Grant: List the name of the grant.
12. Will this Position Have Direct Contact with the Non-English Speaking Residents of Milwaukee? Check the appropriate box.
13. New or Existing Position: Check the appropriate box. If the position was newly created in the last budget or through resolution, mark “New” and give the ordinance and file number that authorizes the position. If the position has had a current or prior incumbent, check “Existing” and complete the following table.
14. Incumbent Table: If the position has had prior incumbents, list the name of the current or prior incumbent for every position requested. List the relevant dates, and where the employee worked. If the employee was promoted or transferred within the department, list the title of the new position. If more than four positions of this title are requested, list the names of all incumbents on additional pages.
- A. Name of Incumbent (Present or Last): Enter the name of the individual who last filled, or is currently filling the position.
- B. Last Date Employee Was or Will be Working in this Position: Indicate the last date that the present incumbent will actually be at work in this position. If the position is not presently filled, indicate the last date that the last incumbent worked in this position.
- C. Last Date Employee Was or Will be on Payroll: Indicate the last date that the present incumbent will be on the payroll in this position. If the position is not presently filled, indicate the last date that the last incumbent was on the payroll in this position.
- D. Work Location: Specify the building or other location where the individual who fills the position will work. If this is a position which regularly operates in the field, specify the general area in which the individual carries out his or her duties and the building and location where the individual reports for duty or maintains an office.
- E. Promoted/Transferred: Indicate with a “yes” or “no” whether the incumbent was promoted or transferred to another position within the department. If “Yes” list the title of the position to which the incumbent was promoted or transferred.
16. Explain Why it is Necessary to Fill the Position: Explain consequences, impact on service levels, etc., if the position is not filled.

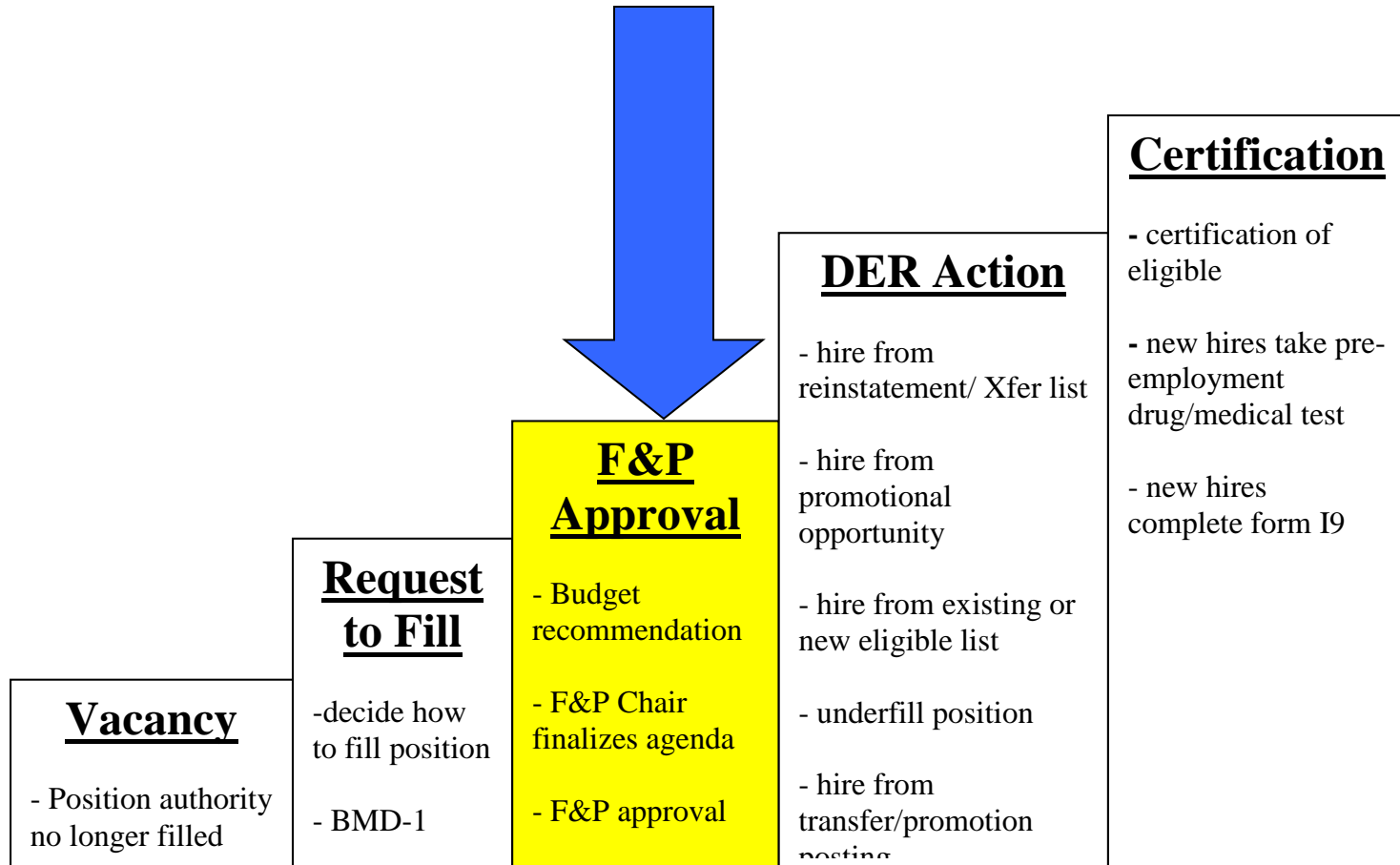
SECTION II: ACTION REQUESTED OF DER

1. Check all boxes that apply. For more information, consult the City Service Rules located on DER’s Intranet site. If provisional or temporary appointments are requested, included the name of the employee who will fill the requested position.

I. SIGNATURES

ALL REQUESTS MUST BE SIGNED BY THE DEPARTMENT HEAD. ALSO ENTER THE DATE THE DEPARTMENT HEAD SIGNS THIS REQUEST.

Finance and Personnel Committee Approval





Budget Approval

- BMD-1 goes to budget analysts who give information to Budget Director.
- Budget Director develops recommendations to fill (or not) which are compiled into a draft vacancy agenda.
- Budget Director and Chair of Finance and Personnel review draft vacancy agenda and decide what to place on the final agenda.
- Finance and Personnel vote on vacancy agenda.
- F&P final action is posted on Legistar.

Where to find the final action of F&P:

- MINT
- Legistar
- Calendar
- Finance & Personnel Committee
- Search Calendar
- Minutes
- Vacancy item

City of Milwaukee Wisconsin

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Search: This Month **FINANCE & PERSONNEL COMMITTEE** ☒ basic info ☐ notes

Search Calendar Help

2 records Group Export

Name	Date ▲	Time	Location/Comments	Meeting Details	Agenda	Minutes
FINANCE & PERSONNEL COMMITTEE	6/9/2010	9:00 AM	Room 301-B, City Hall	Meeting details	Agenda	Minutes
FINANCE & PERSONNEL COMMITTEE	6/30/2010	9:00 AM	Room 301-B, City Hall	Meeting details	Not available	Not available

Meeting Minutes - Final
FINANCE & PERSONNEL COMMITTEE

ALD. MICHAEL J. MURPHY, CHAIR
 Ald. Robert J. Bauman, Vice-Chair
 Ald. Joe Dudzik, Ald. Milele A. Coggs, and Ald. Nik Kovac

Staff Assistant, Tobie Black, 286-2231; Fax: 286-3456,
 tblack@milwaukee.gov
 Legislative Liaison, Jim Carroll, 286-8679,
 jcarro@milwaukee.gov

Wednesday, June 9, 2010 9:00 AM Room 301-B, City Hall

Meeting called to order at 9:11 a.m.

Also present:

Jim Carroll, Legislative Reference Bureau
 Director, DOA-Budget and Management Division
 John Egan, Comptroller's Office

Present 5 - Murphy, Bauman, Dudzik, Coggs, Kovac

1. [100165](#) Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfers and equipment requests.

Where to find the final action of F&P:

➤ Select
Vacancy Agenda
– Committee
Actions



City of
Milwaukee
Wisconsin

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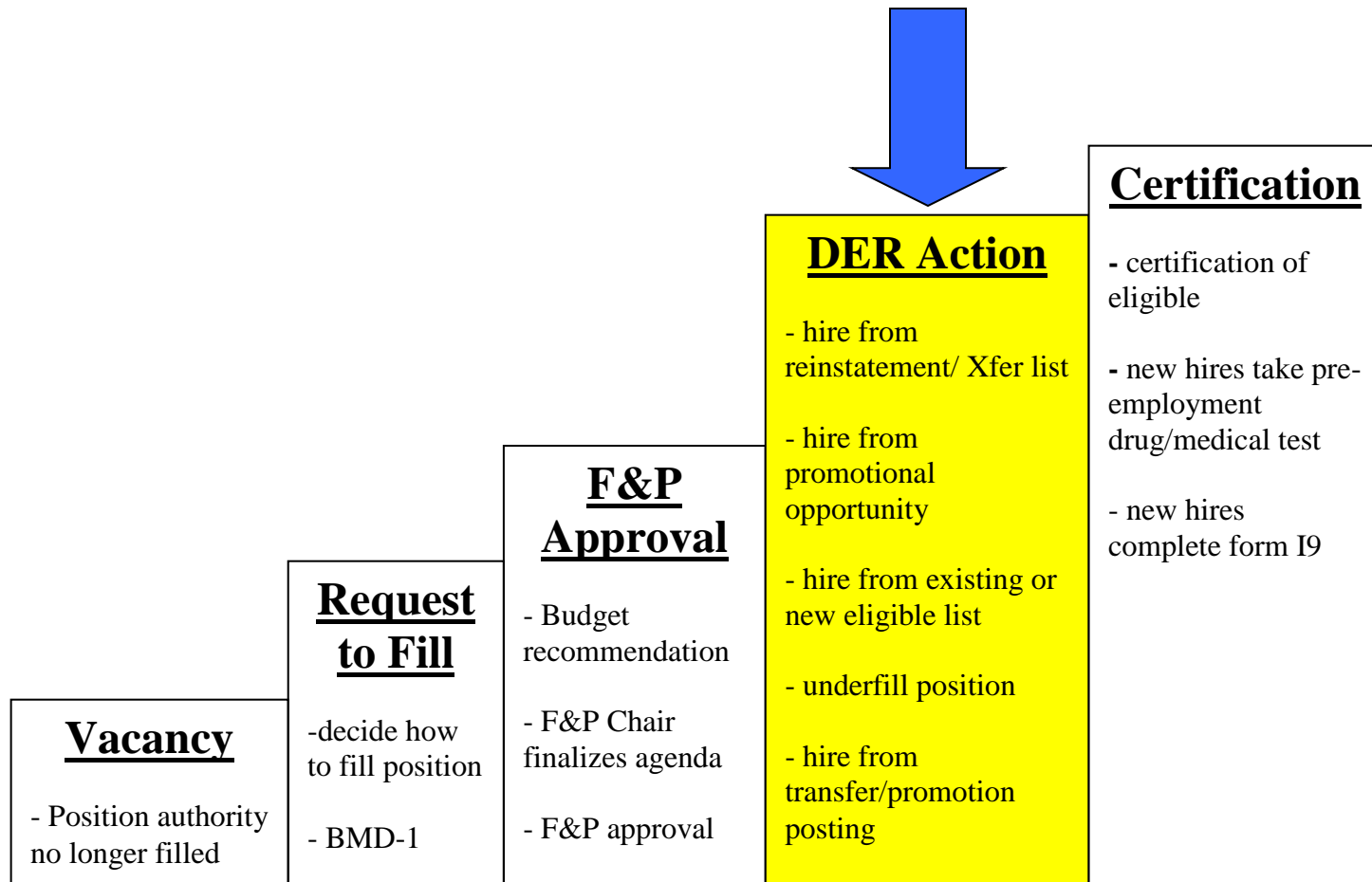
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Details
Reports

File #: 100165 Version: 0
Type: Communication Status: Placed On File
File created: 5/25/2010 In control: [FINANCE & PERSONNEL COMMITTEE](#)
On agenda: Final action: 6/15/2010
Effective date:
Title: Communication from the Department of Administration - Budget and Management Analysis Division regarding vacancy requests, fund transfer requests, and equipment requests.
Sponsors: [THE CHAIR](#)
Indexes: VACANCY REQUESTS
Attachments: [Vacancy Agenda](#), [Vacancy Agenda- Committee Actions](#), [Hearing Notice List](#)

SCHEDULE A - VACANCY REQUESTS				
Finance & Personnel Committee Meeting: June 9, 2010				
Vacancies listed were approved by Finance & Personnel unless otherwise indicated.				
I.D. No.	Department and Position	Pay Range	Date Vacant	Committee Action
	<u>PROPERTY TAX LEVY SUPPORTED POSITIONS</u>			
	<u>DOA-BUSINESS OPERATIONS DIVISION</u>			
11143	Office Assistant II	410	NA	
11144	Purchasing Agent Sr.	4	6/13/10	
	<u>COMMON COUNCIL-CITY CLERK</u>			
11047	Legislative Reference Bureau Manager	11	6/13/10	
	<u>COMPTROLLER</u>			
11048	Auditing Specialist	6	6/12/10	
11049	Accounting Program Assistant III	475	6/12/10	
	<u>DEPT. OF EMPLOYEE RELATIONS</u>			
11050	Claims Adjuster Specialist	5	5/20/10	
	<u>FIRE DEPARTMENT</u>			
11051-52	Battalion Chief, Fire (2 positions)	863	12/26/09	
			2/6/10	
11053-55	Fire Captain (3 positions)	867	7/11/10	
11056-59	Fire Lieutenant (4 positions)	856	3/1/10	
			7/11/10	
			7/11/10	
11060	Fire Equipment Dispatcher	858	10/24/09	
	<u>DEPT. OF NEIGHBORHOOD SERVICES</u>			
11061	Building Codes Enforcement Supervisor	7	5/31/09	
11062	Electrical Inspector II	589	1/30/09	
11063	Code Enforcement Inspector II	581	8/3/09	

DER Action



Making a Temporary or Provisional Appointment:

- Request on BMD-1
- Must have authority
- Complete “Statement of Understanding”

Where to find Temporary/Provisional Statement of Understanding:

- Mint
- Employee Relations
- Forms for Civil Service
- Temporary or Provisional Appointee Statement of Understanding

TEMPORARY OR PROVISIONAL APPOINTEES Statement of Understanding

Distribute a copy to:

- Appointee
- Department
- Dept. of Employee Relations – Pay Services Section

Date: ____

NAME OF APPLICANT: ____

I understand that if I am appointed as a ____ on a provisional* or temporary** basis, that I must meet the requirements for and compete in the next examination for this position. I also understand that I must not only pass the examination, but pass with a grade which shall place me among the top three on the eligible list in order to be eligible for a regular appointment to this position. I understand if I do not pass the examination, or if I do not pass it with a grade high enough to place among the top three eligible on the eligible list, that I will be replaced by someone appointed from the list, within two weeks after the list is approved.

I also understand that I will not be eligible for paid holidays, sick leave, vacation or other fringe benefits until I am appointed from an eligible list. (Note: This does not apply to City employees who are eligible for fringe benefits at the time they are given provisional or temporary appointments.)

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons related as closely as first cousins when the relationship is by blood, or more closely than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in law and wives of brothers-in-law.

_____ Witness Signature	_____ Provisional or Temporary Applicant Signature
----------------------------	-------------------------------------------------------

- * Provisional Appointments covered by the 2/3/75 Court Order cannot exceed 180 days.
- ** A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligibles on the list, or compete in a future examination.

Individuals given temporary appointments to jobs covered by the 2/3/75 court order will not be given Regular job rights (civil service status) despite their ranking on the eligible list and, because of this Federal court order, these temporary appointments cannot exceed 90 days.

Reinstatement / Hire from Transfer List

- Reinstatements come first.
 - First must reinstate individuals from layoff – in reverse order of layoff.
 - Second must reinstate individuals who were placed on reinstatement list after resignation.

That's a good question:

“Do we have to contact all reinstatement names on an eligibility list... or just the first?”

You need to contact all individuals on a reinstatement list before you can make any other kind of new hire appointment.

Reinstatement / Hire from Transfer List

■ Transfer Lists.

- ☐ Lists are specific to a job title or payrange.
- ☐ No rank order to a transfer list.
- ☐ Can consider someone on transfer list for promotion (but must meet minimum requirements of position).
- ☐ To be placed on a transfer list, employees must be in good standing.

Rule 4-9 Promotions without Exam

- Authorizes a promotion of employee without an exam.
- Can either solicit interest among current employees within department, or ask DER to post a transfer/promotional opportunity.
- Submit a 4-9 request form to DER.
- DER reviews all 4-9 requests to ensure that the employee meets the minimum requirements of the job.
 - If you are not sure what the minimum requirements are, contact DER before you tell employee they will be promoted.

Be careful – Federal and State laws regarding employment discrimination still apply, even if you're doing a 4-9 promotion.

- Better to be inclusive than exclusive
- Interview and selection should be job-related
- Use a panel of raters to help you interview and select

Where to find Rule 4-9 Request Form:

➤ MINT

➤ Employee
Resources

➤ Employment
Policies

➤ Promotion
without
Competitive Exam

REQUEST FOR PROMOTION WITHOUT COMPETITIVE EXAMINATION (RULE IV, SEC 9)

INSTRUCTIONS: Complete appropriate sections of this form. Retain one copy for your records. Send original and a copy to DER, Room 706, City Hall. Upon DER approval, the copy will be used as a personnel requisition and a Notice of Appointment will be sent to your Payroll section. Please attach additional sheets if necessary.

DEPT/DIVISION		DATE	
PROMOTION REQUESTED FOR			
LAST NAME		FIRST NAME	INITIAL
EMPLOYEE ID #	RACE		GENDER
PRESENT TITLE		PAY RANGE GRADE	
REQUESTED TITLE		PAY RANGE GRADE	EEO JOB GROUP
PREVIOUS INCUMBENT		F&P COMMISSION APPVL. DATE (EXCEPT MPS)	
WHY AND HOW WAS THIS EMPLOYEE SELECTED FOR PROMOTION?			
OTHER PERSONS IN DEPARTMENT ELIGIBLE FOR POSITION BASED ON LAST ANNOUNCED REQUIREMENTS			
TOTAL ELIGIBLE		NO. OF MINORITIES	NO. OF FEMALES
DIPLOMAS, DEGREES RECEIVED			
ADDITIONAL JOB-RELATED EDUCATION, TRAINING IN PAST FIVE YEARS			
WORK EXPERIENCE SUPPORTING REQUESTED PROMOTION			
IS THE PERSON BEING CONSIDERED FOR APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO A DIRECT SUPERVISOR?			
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN RELATIONSHIP			
REPORTING OFFICER		SIGNATURE	TITLE
APPROVING OFFICER		SIGNATURE	TITLE

Rule 4-6; Promotions after Underfill

- Use when you want to fill a higher level position authority with a person paid at a lower level.
 - Appropriate when individual does not immediately meet minimum requirements for higher level position.
- Clearly define conditions of underfill.
 - Goals should be specific, measurable, achievable and job-related.
- Keep a copy
- When employee is eligible for promotion, complete bottom half of form which requests the promotion.

Where to find Rule 4-6 Request Form:

- MINT
- Employee Resources
- Employment Policies
- Underfill, Request for Approval of, AND Promotion after Underfill

Defines Underfill

Requests Promotion
from Underfill

REQUEST FOR APPROVAL OF UNDERFILL (STEP 1) AND PROMOTION AFTER UNDERFILL (STEP 2) (RULE IV, SECTION 6)

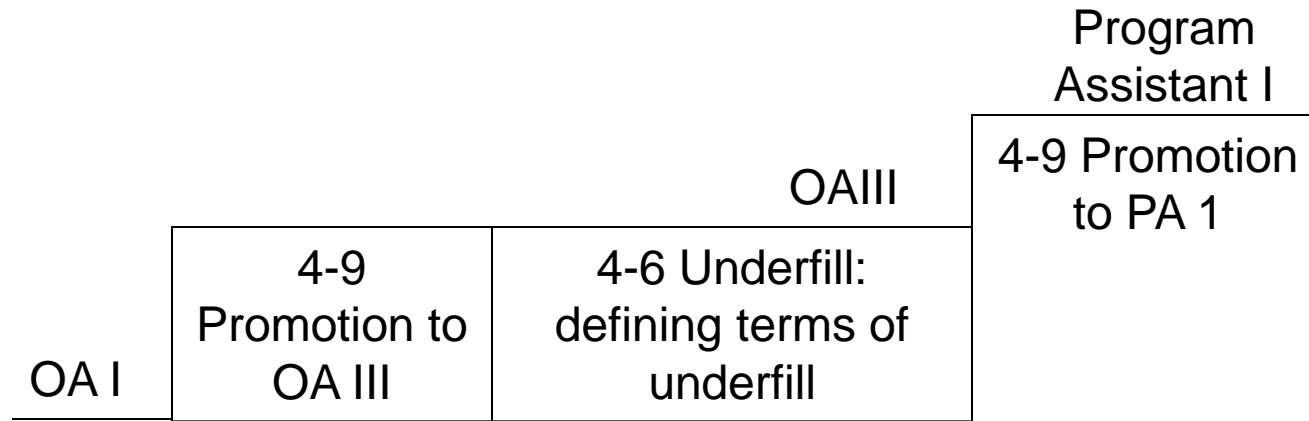
INSTRUCTIONS: For STEP 1 (Request to Underfill) Complete STEP 1 section of form and submit copies to DER, Room 706, City Hall. Upon DER approval, form will be returned to you. For STEP 2 (Request to promote after Approved Underfill) Complete STEP 2 section. Retain copy for your records. Return original to DER, Room 706, City Hall.

DEPT/DIVISION				DATE	
LAST NAME		FIRST NAME		INITIAL	EMPLOYEE ID#
RACE		GENDER			
AUTHORIZED POSITION TITLE		PAY RANGE/GRADE		PREVIOUS INCUMBENT	
F&P AFFVL. DATE					
STEP 1: REQUEST TO UNDERFILL					
POSITION TO BE UNDERFILLED AT:					
TITLE		PAY RANGE/GRADE			
DOES YOUR DEPARTMENT HAVE AN AFFIRMATIVE ACTION GOAL FOR THIS POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO					
PLEASE EXPLAIN WHY AND HOW THIS PARTICULAR PERSON WAS SELECTED FOR UNDERFILL:					
OTHER PERSONS ELIGIBLE FOR THIS UNDERFILL:					
TOTAL ELIGIBLE:		NO. OF MINORITIES		NO. OF FEMALES	
IS THIS PERSON BEING CONSIDERED FOR APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO A DIRECT SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN RELATIONSHIP					
IF APPROVED BY DER, WHAT CONDITIONS AND REQUIREMENTS MUST BE MET FOR PROMOTION TO THE FULL AUTHORIZED LEVEL:					
EDUCATION:					
WORK EXPERIENCE:					
OTHER CONDITIONS:					
APPOINTING OFFICER:		SIGNATURE		TITLE	
DATE					
PROSPECTIVE EMPLOYEE:		SIGNATURE		TITLE	
DATE					
APPROVING DER REPRESENTATIVE		SIGNATURE		TITLE	
DATE					
CURRENT, COMPARABLE OR HIGHER-LEVEL ELIGIBLE LIST(S) THAT THIS EMPLOYEE IS ON WHICH MAY SUPPORT THIS UNDERFILL					
EXAMINATION TITLE(S)	ORIGINAL OR PROMOTIONAL	DATE OF EXAMINATION	RANK ON LIST	RANK IN DEPT.	
STEP 2: REQUEST TO PROMOTE AFTER APPROVED UNDERFILL					
QUALIFICATIONS OF EMPLOYEE FOR PROMOTION TO					
TITLE			PR		
EDUCATION:					
WORK EXPERIENCE:					
OTHER CONDITIONS:					
REPORTING DEPT. OFFICER		SIGNATURE		TITLE	
DATE					
APPROVING DEPT OFFICER		SIGNATURE		TITLE	
DATE					

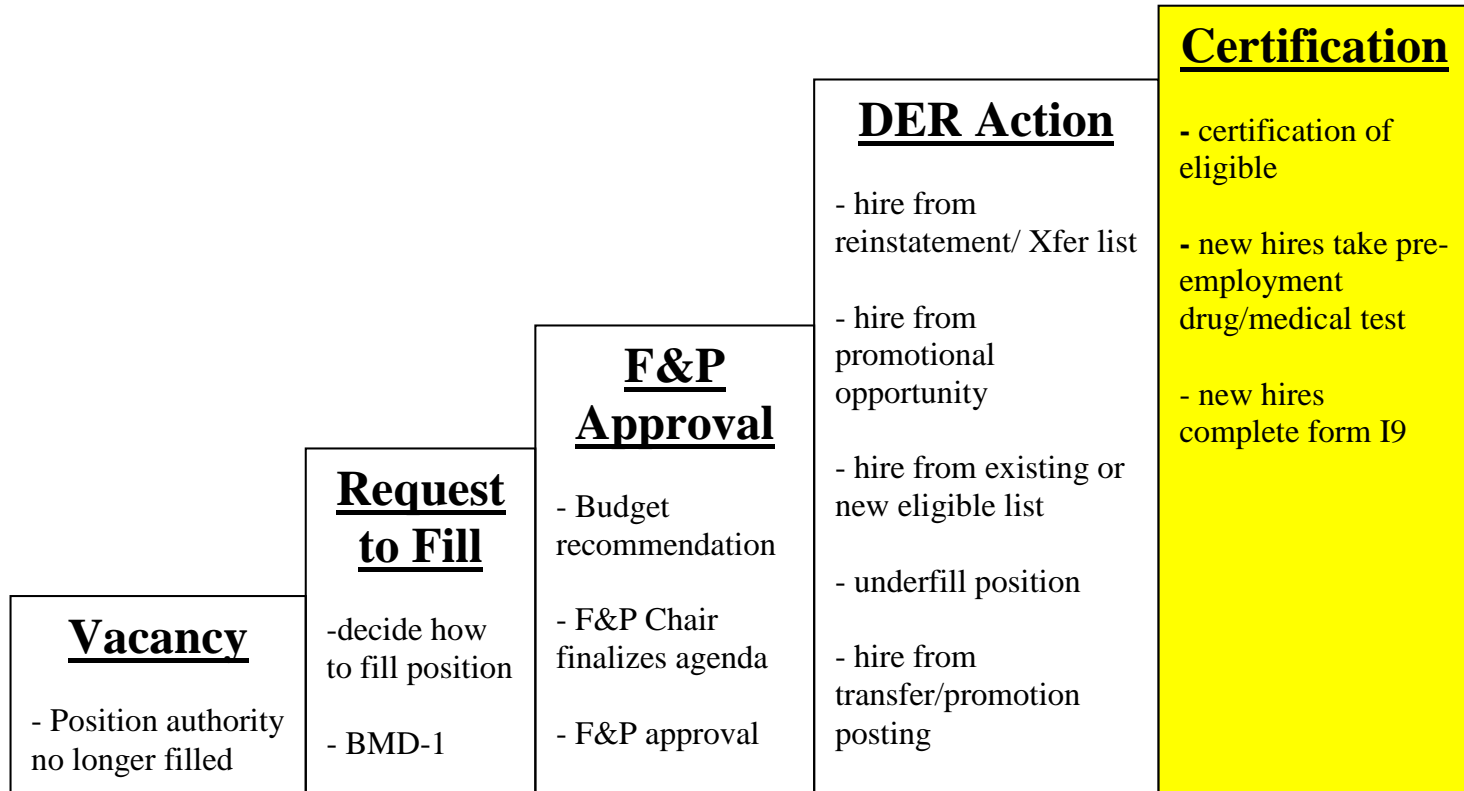
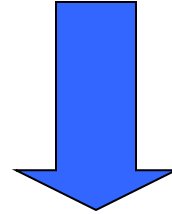
That's a good question:

“I would like to know why I need to do a Rule IV Section 6 and a Rule IV Section 9 for one promotion action?”

Example: You have a Program Assistant 1 vacancy. You have an current Office Assistant I who would be good, but does not meet the requirements of a Program Assistant.



Certification





Understanding the Certification Rule

- You get the top 5 scores for 1 vacancy.
 - You may get more than 5 names if scores are tied.
- And you get an additional score for each additional vacancy.
- You also get scores of any veterans whose preference points put them at or above the lowest score certified.

That's a good question:

“Regarding the Certification rule, it would be nice to have certain scenarios presented, e.g. hiring veterans, first score on the list vs. the last score.. Etc..”

Example: You have 1 vacancy for Electrical Mechanic.

Scenario #1

Rank	Score	Name
1	98.00	Bob.S
2	97.50	Jane.G
2	97.50	Barb.E
3	97.00	Tom.H
4	96.80	Jim.w
5	96.50	Fred.G

Scenario #2

2 eligibles have veterans points

Rank	Score	Name
6	87.00	Mike.S
8	86.50	Scott.F

+ 10 =

Rank	Score	Name
1	98.00	Bob.S
2	97.50	Jane.G
2	97.50	Barb.E
MC	97.50	Mike.S
3	97.00	Tom.H
4	96.8	Jim.w
MC	96.50	Scott.F
5	96.50	Fred.G

That's a good question:

“Regarding the Certification rule, it would be nice to have certain scenarios presented, e.g. hiring veterans, first score on the list vs. the last score.. Etc..”

Example: You have 3 vacancies for Electrical Mechanic; 2 candidates have veterans' points

Here you get the top 5 scores, plus 1 additional score for each additional vacancy

Rank	Score	Name
1	98.00	Bob.S
2	97.50	Jane.G
2	97.50	Barb.E
MC	97.50	Mike.S
3	97.00	Tom.H
4	96.80	Jim.w
MC	96.50	Scott.F
5	96.50	Fred.G
6	95.50	Jeff.K
7	95.00	Jill.F
7	95.00	Barry.M

Interviewing Tip

You don't need to interview everyone on the list you get; but you do need to interview and hire in order of score.

If you have interviewed a candidate in the recent past for the same position; you can do a phone call.

- has anything changed with candidate's experience or education?

E.g., you can't hire number 7, without interviewing numbers 1-6

Rank	Score	Name
1	98.00	Bob.S
2	97.50	Jane.G
2	97.50	Barb.E
MC	97.50	Mike.S
3	97.00	Tom.H
4	96.80	Jim.w
MC	96.50	Scott.F
5	96.50	Fred.G
6	95.50	Jeff.K
7	95.00	Jill.F
7	94.00	Barry.M



Making a conditional offer of employment

- Pre-employment drug and medical test.
- Form I-9.
 - Must be completed within three days of first day of work.
 - Employee must bring appropriate forms of ID.